

AGR VACANCY ANNOUNCEMENT

ARIZONA AIR NATIONAL GUARD

ACTIVE GUARD AND RESERVE

HUMAN RESOURCE OFFICE

5636 East McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495

PHONE (602) 629-4822; DSN 853-4822

WEBSITE: www.azguard.gov/hro

ANNOUNCEMENT NUMBER: 06-325A

DATE: 19 SEP 2006

CLOSING DATE: 11 OCT 2006

POSITION TITLE, SERIES, GRADE, POSITION NUMBER AND MAXIMUM AUTHORIZED MILITARY GRADE:
MEDICAL ADMINISTRATIVE OFFICER, GS-0301-12, TC80712000, O-5/LT COL

APPOINTMENT FACTORS: OFFICER (X)

ENLISTED ()

LOCATION OF POSITION:

162nd FIGHTER WING, TUCSON, ARIZONA

APPLICATIONS MUST BE MAILED (OR HAND CARRIED) TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

INSTRUCTIONS FOR APPLYING: Individuals who meet the basic qualification requirements (Specialized Experience) may apply. **Individuals applying for AGR positions must submit a NGB Form 34-1 (AGR Application) and AZ Form 34-1 (Arizona AGR Application Supplement).** Applicants may submit a résumé detailing military and civilian experience limited to either paid or nonpaid experience directly related to this position. Listed experience must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-2-R (Knowledge, Skill and Ability Supplement), and 335-4-R (Applicant EEO Research Questionnaire). Applications will be accepted without the AZNG Forms. However, applications will not receive an adequate evaluation by the Selection Panel if these forms are not submitted.

NATIONAL GUARD REQUIREMENTS:

1. If selected, you must be in compliance with physical fitness, height, weight, and body fat measurement standards. You must have completed a medical examination in accordance with AFI 48-123 within the 18 months preceding your entry into the AGR program. Women will be tested for pregnancy before entering the AGR program.
2. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
3. Individual selected for AGR tours that cannot obtain 20 years of Active Federal Service prior to reaching mandatory separation, must complete a statement of understanding acknowledging this fact. Waiver authority rests with the Human Resource Officer for non-control graded positions and with National Guard Bureau (NGB) for control graded positions.
4. You must meet eligibility requirements of AFM 36-2108 (Airman Classification) and AFI 36-2105 (Officer Classification), and ANGI 36-101 (The Active Guard/Reserve Program).

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a member of the Arizona (AIR) National Guard (162ND FW) and must possess the following AFSC: 41AX
Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

AREA OF CONSIDERATION: This position is the Active Guard/Reserve Program and is **open to current members of the 162nd Fighter Wing, Tucson Arizona Air National Guard in the grade of Captain immediately promotable to Major, Maj and LtCols.** Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications as outlined on the reverse of this announcement. **PCS funds are not authorized.**

NOTE: Selection for this position requires declaration of Arizona state residency at the time of in-processing, and maintaining that residency while on AGR status under Title 32, USC.

NOTE: Applications must contain Optional Form 306 (Declaration for Federal Employment).

NOTE: Applications must contain AZNG Form 335-2-R (Supplement to Application for Employment, Applicable Knowledge, Skills and Abilities.)

NOTE: This position is subject to rotating or night shift work.

NOTE: This position is UTC tasked.

NOTE: Applicants must submit a copy of a current RIP or AF Form 2096 showing they possess AFSC 41AX.

Applications received without this documentation will not be considered.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R or a self generated form that clearly justifies each KSA.

1. Knowledge of qualitative and quantitative techniques for analyzing and measuring the effectiveness of the Medical Group programs and Wing Medical Readiness capabilities. Knowledge is applied in conducting studies, analyzing findings and making recommendations to Wing leadership.
 2. Knowledge of NGB strategic management objectives and policies to develop guidance on techniques for effective implementation and operation of the Wing medical programs.
 3. Knowledge of medical information management systems and legal aspects of managing a healthcare organization.
 4. Ability to effectively communicate both orally and in writing.
 5. Knowledge of medical logistics systems to include basic supply chain management.
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SPECIALIZED EXPERIENCE: Must have 36 months experience which indicates the applicant's ability to manage health related services activities to ensure the efficiency of Group and Wing medical readiness.

BRIEF JOB DESCRIPTION: This position is located in the Medical Group at an Air National Guard Wing. The primary purpose of the position is to serve as the Senior Medical Officer for the entire installation, including tenant unit(s) and Geographically Separated Units (GSU) with responsibility for directing and managing all medical administrative functions including medical support, medical operations, force health management, force health protection, healthcare management, and related health applications. Serves as a fulltime partner with the Wing Commander, Squadron Commanders, Senior Management Staff, tenant unit(s) and GSU Commander(s) in planning, implementing, and executing medical programs directly associated with the objectives of the Wing(s), State Headquarters, and Air National Guard / Surgeon General (ANG/SG). The incumbent may function as the Medical Group Commander. Provides coordination and support with Joint Force Headquarters Medical Planner and Regional Medical Planner involving medical activities across agency lines; Federal Emergency Management Agency, state and/or county Officer of Emergency Management, environmental offices and agencies Wing operations and logistics. Ensures medical capabilities support the federal mission of expeditionary medical operations worldwide and state mission of medical response for homeland security and other state medical missions as directed by the Governor. Directs work to be accomplished by the base medical and bioenvironmental programs. Ensures compliance with all regulatory and legal requirements. Ensures implementation and compliance with Occupational health for dual and non-dual status personnel to include the Hearing Conservation Program, Immunization Program, and. Coordinates health services activities and maintains liaison with DoD healthcare agencies and civilian healthcare organizations. Provides specialized information, counseling and assistance concerning beneficiary problems and related health benefits available at other facilities and programs including Veterans Administration, Military Treatment Facilities and TRICARE. Manages all health services activities, including plans and operations, executive management, medical support of expeditionary rapid reaction contingencies and humanitarian missions, education and training, human resource management, medical staffing, financial management, medical facility management, medical logistics, medical readiness management, medical information systems and technology management, TRICARE, force fitness and Health Professional recruiting.

SELECTING SUPERVISOR: COL JAMES C. BALSERAK